



University of Washington
Departmental Records Retention Schedule
 REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority Contact Name	Phone Number	Box Number	Approved by the State	
President's Office: Administration	/02/01/ REV: 5	Evelyn Dunagan	616-9730	Box 351230	v.1.15 (Sept. 2016)	
Status/Title/Description			Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

- | | | | | | |
|---|--|-------------------------------|----|------------|----------------------|
| 1 | Attorney General Case Files

Provides record of legal issues regarding pending or ongoing litigation under the jurisdiction of the Attorney General's Office, collected and maintained to document the agency's role with regard to any legal issue. | Case or Issue Resolved | 6Y | WSGS 18004 | Potentially Archival |
| 2 | Correspondence Files

Provides a copy of incoming/outgoing presidential correspondence. Includes both internal and external communications to or from the university president and/or executive management concerning university policy, concerns, actions, or issues. | Date of Document | 6Y | WSGS 10007 | Archival |
| 3 | Faculty Adjudication Files

Provides record of grievances and the resolution of differences in faculty and personnel issues as outlined in Chapter 28 of the Faculty Code.
(These are duplicate records that are kept for reference purposes while an investigation is active and do not have to be retained by the President's Office. Transfer to Faculty Senate) | Claim Resolved | 0Y | WSGS 50005 | SHRED/ DELETE |
| 4 | Speeches

Provides a record of speeches, including informal talks, written presentations, and other writings, by the president. May include notes regarding content, audience, and logistical arrangements.
(These records are generated, retained, and archived by University Marketing and Communications and do not have to be retained by the President's Office.) | Remarks Published / Delivered | 0Y | WSGS 50005 | RECYCLE/ DELETE |

Records Officer Name	Records Officer Signature
Barbara Benson	



University of Washington
Departmental Records Retention Schedule
 REFERENCE: RCW 40.14

Office Name	Record Group #	Records Authority	Contact Name	Phone Number	Box Number	Approved by the State	
President's Office: Administration	/02/01/	REV: 5	Evelyn Dunagan	616-9730	Box 351230	v.1.15 (Sept. 2016)	
Status/Title/Description				Cut-Off	Records Retention	Disposition Authority Number	Disposition Method

5 Student Disciplinary Files				Case or Issue Resolved	0Y	WSGS 50005	SHRED/ DELETE
<p>Provides a record of an incident(s) or information that has been reported to this office involving one or more students, including investigations and disciplinary actions taken by the UW pursuant to the Student Conduct Code (WAC 478 120). (These are duplicate records that are kept for reference purposes while an investigation is active and do not have to be retained by the President's Office. Transfer to CSSC))</p>							
6 Subject Files				Date of Document	6Y	WSGS 10003	Archival
<p>Executive level documentation of the administration of agency activities. Includes development planning files as well as outside organizations, agencies, associations and legislators files.</p>							
7 UCIRO Complaint/Investigation Files				Complaint or Investigation Resolved	6Y	90-03-46018	SHRED/ DELETE
<p>Provides a record of complaints, investigations, and resolutions of complaints directed to and carried out by the university's UCIRO office including those conducted by the Federal Office for Civil Rights. May include records collected as part of the investigation.</p>							

Records Officer Name Records Officer Signature
Barbara Benson